

**AGENDA**  
**State & Local Advisory Team (SLAT)**  
**Comprehensive Services Act for At Risk Youth & Families**

*Thursday, April 2, 2015, 9:30 a.m. – 12:00 p.m.*  
*Richmond Room*  
*1604 Santa Rosa Road*  
*Richmond, VA*

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**9:30 Introductions & Chair Remarks – Ron Belay**  
    ○ **Approval of February Minutes**

**9:40 Public Comment**

**9:45 Executive Director's Report – Susan Clare**  
    • *Legislative Update*  
    • *Expiring Terms of SLAT Representatives*

**10:00 SEC Report – Susan Clare**  
    • *Non-Educational Residential Placements Policy Proposal*  
        ○ *Public Comment Period*  
        ○ *Workgroup – Implementation Guidelines; Review of Public Comments*  
    • *Workgroup – Increasing Public Awareness of and Access to Multidisciplinary Planning*

**10:15 SLAT Training Committee Report – Victor Evans**

**10:35 Training Update – Scott Reiner**  
    • *FY16 Training Plan*

**10:45 Appointment of SLAT Nominating Committee – Ron Belay**

**11:00 Committee Member Updates**

**11:15 New/Other Business – Ron Belay**

**11:30 Adjourn – Ron Belay**

**2015 SLAT Meetings: June 4, August 6, October 1, December 3**

***"SLAT was established to better serve the needs of troubled and at-risk youths and their families by advising the SEC on managing cooperative efforts at the state level and providing support to community efforts."***

**MINUTES – February 5, 2015  
STATE & LOCAL ADVISORY TEAM (SLAT)  
COMPREHENSIVE SERVICES FOR AT RISK YOUTH & FAMILIES  
Dining Hall, UMFS  
3900 W. Broad Street  
Richmond, VA**

**Members Present:** Ronald Belay, SLAT Chair, CPMT - CSU Representative; Karen Tompkins, Vice-Chair, Private Provider Representative; Tamara Temoney, Ph.D., CPMT – LDSS Representative; Pat Haymes, DOE; Penny Combs, Private Provider Representative; Jack Ledden, DJJ; Victor Evans, CSA Coordinator Representative; Jeanne Decker, CSA Coordinator Representative; Janet Lung, DBHDS; Pam Fisher, DBHDS; The Honorable Frank Somerville, Juvenile and Domestic Relations District Court Representative; Sheila Bailey, CPMT – School Representative; Brian Campbell, DMAS; Ivy Sager, CPMT – CSB Representative, Audrey Brown, Parent Representative; Carl Ayers, VDSS

**Members Absent:** Jodie Wakeham, VDH

**Guests and Staff Members Present:** Di Hayes, Karen Reilly-Jones, Mills Jones, Tammy Becoat-Eclou, Susan Clare, Scott Reiner, Stephanie Bacote, Brady Nemeyer, Marsha Mucha

**Introductions and Chair Remarks**

Ron Belay, SLAT Chair, called the meeting to order at 9:35 a.m. He welcomed members and guests.

**Approval of Minutes**

The minutes of the December 4, 2014 meeting were approved on a motion by Jack Ledden, seconded by Pat Haymes and carried.

**Public Comment**

There was no public comment.

**Executive Director's Report**

Mrs. Clare reported on the following CSA bills in the current General Assembly session:

- HB2083 – Requires CPMTs to include a process for parents/persons with physical custody of a child to refer to the FAPT.
- HB2141 – Corrects a technical error in language where CPMT is referred to as “community management and policy team.”
- SB850 – Changes the name Comprehensive Services Act for At-Risk Youth and Families to the Children’s Services Act. The State Executive Council (SEC) would become the State Executive Council for Children’s Services; OCS would become the Office of Children’s Services.
- SB1041 – Similar to HB2083. Requires CPMT’s to include a process for parents/persons with physical custody of a child to refer to the FAPT.
- SB1054 – Establishes that the SEC shall promulgate regulations pursuant to the Administrative Process Act.
- SB1151 – Requires the parent representative on the SLAT to have a child who has received services within the purview of the CSA and eliminates the requirement that local representatives to SLAT serve on a CPMT. *(From review/amendments to SLAT bylaws.)*

**Budget amendments:**

- Provides that funding to meet the educational needs of students in psychiatric or residential treatment facilities shall not only apply to students with an IEP but also in a regular academic curriculum. Directs the SEC to develop policies and procedures to ensure implementation no later than July 1, 2015. *(Current policy issue before the SEC.)*
- Allows local communities and public school divisions to access CSA funds to establish and operate their own separate day placements for students with disabilities.
- Provides \$200,000 to Youth for Tomorrow and prevents a penalty from being applied on CSA funding to local social services agencies that place children at Youth for Tomorrow or similar facilities. *(The \$200,000 would be an amendment to the VDSS budget. Implications for CSA residential match rate.)*

Mrs. Clare also reported that the SEC will meet on March 19 to finish agenda items held over from the December meeting. On the March agenda will be appointment of a workgroup to increase public awareness of CSA and access to multidisciplinary planning. The workgroup is being established in response to small group discussions/recommendations from the SEC retreat as well as a recommendation from a taskforce appointed by the SEC to make recommendations regarding non-CSA parental placements into residential treatment facilities.

Mrs. Clare further reported that OCS has begun work to revise the CSA Manual. The last revision was made in 2009. OCS will seek stakeholder input regarding proposed formatting changes and content review.

**SEC Report**

Mr. Belay reported on the December 2014 SEC meeting. The SEC received recommendations from the task force appointed by the SEC to consider the issue of non-CSA placements into residential treatment facilities. The SEC also received a report from SLAT on the projected fiscal impact to localities based on the number of youth in this population. A number of public comments were also made at the meeting.

Mr. Belay further reported that SEC members reviewed the proposed policy and made changes. SEC members voted to establish an SEC workgroup as recommended by the task force. The workgroup will consider a policy implementation date and address areas of concern around certain recommended timeframes.

Mrs. Clare reported nominations to the workgroup were sought from stakeholder groups. The nominations were reviewed and appointments made to the workgroup by the SEC's Executive Committee. Workgroup meetings have been scheduled from 9:30 a.m. to noon on the following dates: February 12, February 25 and March 4. The workgroup will report its recommendations at the SEC's March meeting.

If the workgroup's recommendations are adopted by the SEC at its March meeting, a proposed policy will be distributed for a 60-day public comment period. It is anticipated that a workgroup would then be appointed to review the public comments and develop guidelines for implementation of the policy.

### **Standard Service Names**

Brady Nemeyer provided background information on the work to date to standardize service names. Members received a copy of the standard service names provided to the SEC which will be implemented July 1, 2015. Mr. Nemeyer further reported that a Data Elements Workgroup will finish its work this month on defining data elements and ensuring uniformity in data reporting.

Mr. Nemeyer noted that service names will be reviewed at least annually. If providers or localities have questions concerning the use of service names, they should contact Mr. Nemeyer. He also noted that a session on standardized service names would be held at the upcoming CSA conference in April.

### **Training Update**

Scott Reiner reported on upcoming OCS training activities as follows:

- A new CSA Coordinator Academy will be held March 10 – 12 at the VA Tech Richmond Center. Approximately 25 new coordinators will be in attendance. Copies of the draft agenda were available for review.
- The 4<sup>th</sup> Annual CSA Conference will be held April 20 – 21 at the Hotel Roanoke and Conference Center. The theme of this year's conference is "An Informed System of Care." Dr. Gary Blau, Chief of the Child, Adolescent and Family Branch of the Center for Mental Health Services, US Substance Abuse and Mental Health Services Administration, will be the keynote speaker.

The SEC will meet on April 20 and may be joined by members of the Governor's Children's Cabinet for a discussion of enhancing system of care in the Commonwealth. A leadership development program is planned for CSA Coordinators on Sunday afternoon, April 19.

- OCS, in conjunction with the League of Social Service Executives and VDSS, is engaged in developing a series of on-line training modules to address core knowledge and information about CSA for social services workers. Training modules are also planned for social service supervisors and members of CPMTs. Modules will be vetted as they are developed. These modules will be modified in the future for different constituent groups.

Mr. Reiner also presented a draft of the FY16 OCS Training Plan. He noted that, in accordance with provisions of the Appropriation Act, OCS presents an annual training plan to the SEC for approval. The draft training plan will have its first reading at the March SEC meeting with approval scheduled for the June SEC meeting. Mr. Reiner invited comments and recommendations on the training plan.

### **SLAT Training Committee Report**

Victor Evans, Chair of the SLAT Training Committee, reported on the following items:

- Use of state level training resources to enhance training on CSA and how best to make that training available to target audiences who need to have knowledge of CSA. The first hour of the next SLAT Training Committee meeting will be set aside for training partnership members to discuss improving system training, collaborative training opportunities, how to share training through e-learning and accountability for training requirements.
- Presentation of a draft CSA Community Inventory and User Guide developed by the SLAT Training Committee. Mr. Evans thanked members of the SLAT Training Committee for their work on development of the inventory. He asked that SLAT approve the draft documents for dissemination to localities. Use of the inventory would be voluntary.

A motion was made by Karen Tompkins and seconded by Carl Ayers to distribute the inventory and user guide. During discussion it was suggested a further review of the documents to check for grammatical/spelling errors. Ms. Tompkins withdrew her motion. After additional review, final draft documents will be presented at the April SLAT meeting.

- The SLAT Training Committee is seeking input from SLAT on its next project. Mr. Evans suggested a review of the draft FY16 OCS Training Plan by the SLAT Training Committee. The SLAT Training Committee would then provide feedback on the draft plan to SLAT at its April meeting. A motion was made by Pat Haymes, seconded by Carl Ayers and carried for the SLAT Training Committee to review and provide feedback on the draft FY16 OCS Training Plan. The SLAT Training Committee will report at the April SLAT meeting.

#### **Committee Member Updates**

Mr. Belay asked members to report on activities within their agencies or organizations. Members reported that they are following General Assembly bills and activities as relates to their agencies or organizations. Members also continue to work within their agencies, serve on workgroups and advocate through their associations for improvements to services and service delivery to the children, youth and families of Virginia.

Victor Evans reported that the next CSA Coordinators Network meeting would be held May 29 in Charlottesville.

#### **New/Other Business**

There was no new or other business to discuss.

#### **Adjournment**

There being no further business, the meeting adjourned at 12:00 p.m.

## 2015 SESSION

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### **SB 850 Comprehensive Services Act for At-Risk Youth and Families; name change.**

Introduced by: Barbara A. Favola

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#### **SUMMARY AS INTRODUCED:**

**Comprehensive Services Act for At-Risk Youth and Families; name change.** Changes the name of the Comprehensive Services Act for At-Risk Youth and Families to the Children's Services Act.

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### **HB 2083 Community policy and management teams; policies governing referrals and reviews.**

Introduced by: Christopher K. Peace

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#### **SUMMARY AS PASSED:**

**Community policy and management teams.** Directs community policy and management teams to establish, as part of their policies governing referrals and reviews of children and families to the family assessment and planning teams or a collaborative, multidisciplinary team process approved by the State Executive Council for Comprehensive Services for At-Risk Youth and Families, a process for parents and persons who have primary physical custody of a child to refer children in their care to the teams. This bill is identical to SB 1041.

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### **SB 1041 Community policy and management teams; policies governing referrals and reviews.**

Introduced by: Emmett W. Hanger, Jr.

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#### **SUMMARY AS PASSED SENATE:**

**Community policy and management teams.** Directs community policy and management teams to establish, as part of their policies governing referrals and reviews of children and families to the family assessment and planning teams or a collaborative, multidisciplinary team process approved by the State Executive Council for Comprehensive Services for At-Risk Youth and Families, a process for parents and persons who have primary physical custody of a child to refer children in their care to the teams. This bill is identical to HB 2083.

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## HB 2141 Community policy and management teams; information sharing.

Introduced by: [Kathleen Murphy](#) | [all patrons](#) ... [notes](#) | [add to my profiles](#)

### SUMMARY AS INTRODUCED:

**Community policy and management teams; information sharing.** Changes the term "community management and planning team" to the term "community policy and management team" (CPMT) in a section of the Code of Virginia relating to information sharing and confidentiality of information in cases being reviewed by a CPMT or family assessment and planning team, to be consistent with terminology used throughout the Code.

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## SB 1151 State and local advisory team; expands membership.

Introduced by: [Jennifer T. Wexton](#) | [all patrons](#) ... [notes](#) | [add to my profiles](#)

### SUMMARY AS INTRODUCED:

**State and local advisory team; membership.** Expands membership of the state and local advisory team for the State Executive Council for Comprehensive Services for At-Risk Youth and Families to include (i) one parent representative who is not an employee of any public or private program that serves children and families and who has a child who has received services that are within the purview of the Comprehensive Services Act and (ii) one member from each of the five different geographical areas of the Commonwealth who is representative of one of the different participants of community policy and management teams pursuant to § 2.2-5205.

**Item 278 #3c**

**Health and Human Resources**  
Secretary Of Health And Human  
Resources

Language

**Language:**

Page 238, after line 45, insert:

"C. The Secretary of Health and Human Resources, in cooperation with the Secretary of Education, shall convene a work group to provide recommendations regarding the role of the State Executive Council for Comprehensive Services for At-Risk Youth and Families, including recommendations related to (i) whether the Council should be a supervisory council or a policy council, as each is defined in § 2.2-2100 of the Code of Virginia; (ii) the appropriate composition of the Council; (iii) the role of the Council regarding decisions relative to funding streams; (iv) the appropriate relationship between the Council and the executive branch of state government; and (v) whether the Council should have authority to promulgate regulations in accordance with the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia). The work group shall consist of the Commissioners of Health, Behavioral Health and Developmental Services, and Social Services, the Director of the Department of Medical Assistance Services, the Superintendent of Public Instruction, the Director of the Department of Juvenile Justice, the Director of the Office of Comprehensive Services, and the Executive Secretary of the Virginia Supreme Court, or their designees, and representatives of local governing bodies representing localities of various sizes and geographic areas of the Commonwealth recommended by the Virginia Association of Counties and the Virginia Municipal League. In developing its recommendations, the work group shall request and receive testimony and other input from stakeholders. The Secretary shall report on findings and recommendations to the Governor and the Chairmen of the Senate Committees on Finance and Rehabilitation and Social Services, and the House Committees on Appropriations and Health, Welfare and Institutions by December 1, 2015."

**Item 279 #2c**

**Health and Human Resources**  
Comprehensive Services For At-Risk  
Youth And Families

Language

**Language:**

Page 243, after line 12, insert:

"N. The State Executive Council shall convene a work group to examine options and make recommendations for funding the educational costs for students whose placement in or admittance to state or privately operated psychiatric or residential treatment facilities for non-educational reasons has been authorized by Medicaid. The work group shall include representatives of the Office of Comprehensive Services, the Department of Education, the Department of Medical Assistance Services, the Department of Behavioral Health and Developmental Services, local school divisions, and public and private service providers. The State Executive Council shall report on its recommendations to the Chairmen of the House Appropriations and Senate Finance Committees by September 1, 2015."



**SERVING YOUTH REFERRED TO RESIDENTIAL TREATMENT FACILITIES  
FOR NON-EDUCATIONAL REASONS AND OUTSIDE OF THE CSA PROCESS**

**March 19, 2015**

**Proposed Policy**

**FAPT Review of Child/Youth Referred to a Residential Treatment Facility**

When the parent of a child/youth seeks admission into a residential treatment facility (RTF) through a process other than through the Family Assessment and Planning Team (FAPT) the child/youth shall, with parental consent, be reviewed by the FAPT.

Upon receipt of referral from an RTF, i.e., notice by an RTF that a parent seeks admission of a child/youth to the RTF outside of the FAPT process, the local CSB shall refer the child/youth for assessment by the FAPT. If the child is admitted to a residential treatment facility prior to FAPT review, the FAPT shall, in accordance with §2.2-5209, assess the youth within 14 days of the child/youth's admission to the RTF and shall develop an Individualized Family Services Plan (IFSP) for services appropriate to meet the needs of the child/youth.

If the FAPT determines that residential treatment is the most appropriate service to meet the needs of the child/youth, the CPMT shall authorize necessary funding for the RTF beginning on the date of admission.

If the FAPT determines that the needs of the child/youth can be appropriately met through services other than residential treatment services, the CPMT shall authorize necessary funding for the RTF beginning on day fifteen (15) of the RTF placement until the date services in the IFSP are initiated.

# **State Executive Council Workgroup**

## **Increasing Public Awareness of CSA and Access to Multidisciplinary Planning**

### **Background**

The State Executive Council conducted a retreat on June 20, 2014 to accomplish the following objectives:

1. Understand access barriers to publicly funded behavioral health services for CSA eligible and target populations.
2. Identify policy and/or statutory changes necessary to remove barriers that hinder access to publicly funded behavioral health services for CSA eligible and target populations.
3. Identify value statements and/or guiding principles to facilitate implementation of best practices to ensure access to behavioral health services for CSA eligible and target populations.

Three of the four small groups that convened during the retreat identified the need and/or made specific recommendations to the SEC regarding increasing public awareness of local CSA teams and improving family access to local CSA teams for service planning. In addition, a taskforce appointed by the SEC to make recommendations regarding non-CSA parental placements into residential treatment facilities recommended that the SEC take action to improve public awareness of and access to local CSA teams to reduce such placements.

### **Purpose**

The purposes of this workgroup will be to:

1. Identify and recommend actions by which the SEC can improve family and public awareness about CSA on the local level, and
2. Identify and recommend actions by which the SEC can ensure a coordinated, consistent, and timely point of entry to the public service system for families in every community across the Commonwealth.

### **Membership**

The SEC directs the Office of Comprehensive Services to solicit the participation of representatives of the following stakeholder groups and to establish and facilitate the work of this workgroup:

- Parents
- CSA coordinators
- Local child-serving agency representatives: social services, schools, court service units, and community services boards
- Private providers
- State child-serving agency representatives: DSS, DOE, DBHDS, DJJ
- DMAS and/or Magellan
- Appointed/elected local government officials and/or VML/VACO
- VOICES for Virginia's Children
- Virginia Poverty Law Center and/or Legal Aid Justice Center

### **Report**

The workgroup will provide its final recommendations to the SEC no later than September 2015.

**DRAFT --- TRAINING PLAN --- DRAFT**  
**Fiscal Year 2016**

*Developed in accordance with 2014 Appropriation Act, Item 279, Section B.6*

The mission of the Comprehensive Services Act (CSA) is to create a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youth and their families in the Commonwealth. One important mechanism for achieving this mission is through development and implementation of a robust training plan. The Code of Virginia requires that the Office of Comprehensive Services (OCS) “provide for training and technical assistance to localities in the provision of efficient and effective services that are responsive to the strengths and needs of troubled and at-risk youths and their families.” In accordance with provisions of the biennial Appropriation Act, the Office of Comprehensive Services presents an annual training plan to the State Executive Council for approval. This document outlines the OCS FY2016 Training Plan for the period of July 1, 2015 – June 30, 2016.<sup>1</sup>

**I. GOALS**

**A. TO INCREASE KNOWLEDGE, SKILLS, AND COMPETENCIES OF INDIVIDUALS HOLDING CSA SPECIFIC ROLES AND RESPONSIBILITIES TO ENSURE EFFECTIVE IMPLEMENTATION OF THE CSA.**

**Objectives:**

- To enhance effectiveness and positive outcomes for youth and families by ensuring that the core requirements of CSA and the principles of a system of care are known to individuals who serve key roles within the structures of CSA.
- To assure that basic competencies in CSA practice are applied to local operations.
- To enhance the levels of knowledge and skills of core members of local CSA team members.
- To support, encourage and motivate key CSA participants to realize the mission and vision of the CSA and the system of care through collaboration and excellence in practice.

**Target Audiences:**

- CSA Coordinators; CPMT members; FAPT members; Fiscal Agents; Utilization Review Specialists; External Auditors.

**Topics:**

- CSA Mission and Vision/CSA as a System of Care
- Building effective multi-disciplinary teams/collaboration
- Overview and prioritization of local CSA Coordinator responsibilities (§2.2-2649)
- Provision of effective and efficient services (§2.2-2649)
  - Use of data and data analytics to assess service patterns and improve outcomes
  - Understanding High Fidelity Wraparound and Intensive Care Coordination
  - Utilization Management and Utilization Review (*Appropriation Act*)
- Controlling costs and utilizing alternative funding streams and revenues (*Appropriation Act*)
  - Blending & Braiding Funds – Developing a Fiscal Plan
  - Accessing the full array of Medicaid services (*Appropriation Act, with DMAS*)
- Use of state pool funds: eligibility and decision points

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<sup>1</sup> Where appropriate, specific statutory requirements addressed through this training plan are indicated.

- FAPT determination of CHINS: parental agreements and foster care prevention
- Understanding mission, purpose, and outcomes of child-serving agencies
  - Foster care services and the CSA (*Appropriation Act, with DSS*)
  - Requirements regarding IDEA and the use of CSA funds for special education services (*Appropriation Act, with DOE*)
- Guidelines for Therapeutic Foster Care and negotiating contracts with TFC providers (*Appropriation Act*)
- Building community services/public-private partnerships (*Appropriation Act*)
- CSA program audits: compliance monitoring and program improvement; self-assessment process
- Navigating cross-jurisdictional issues: Fostering Connections; transfers; out-of state placement
- Administrative and fiscal issues: Local statutory responsibilities (*Appropriation Act*)
- Financial and data reporting requirements of CSA (supplemental funding requests, pool fund reimbursement, data set, and client based expenditures; understanding service categories, match rates)
- Engaging families, empowering client/family voice and choice
- Contracting: regional contracts, negotiating terms, performance-based contracts
- Specifications for Audits for Counties, Cities, and Towns

**Primary implementation methods:**

- CSA Annual Conference
- New Coordinators Academy
- On-line and Webinar training
- Information developed and disseminated through the CSA website

**B. TO INCREASE KNOWLEDGE, SKILLS, AND COMPETENCIES OF CHILD SERVING ENTITIES TO MAXIMIZE USE OF CSA PROCESSES AND FUNDING TO EFFECTIVELY SERVE YOUTH AND FAMILIES.**

**Objective:**

- To ensure that the key partners in the CSA gain specific and targeted knowledge and competencies to incorporate CSA into their primary areas of professional responsibility.

**Target Audiences:**

- Executive managers, supervisors, and direct service staff in local departments of social services, court service units, community services boards, and school divisions; state level managers in child-serving agencies; juvenile and domestic relations court judges; guardians ad litem; LDSS attorneys; elected and appointed local government officials; private service providers.

**Topics:**

- Becoming a Medicaid provider (*Appropriation Act, with DMAS*)
- Foster care services and the CSA (*Appropriation Act, with DSS*)
- Requirements regarding IDEA and the use of CSA funds for special education services (*Appropriation Act, with DOE*)
- Vision and mission of CSA
- Accessing CSA funded services
- CANS certification and Super Users training
- Using CANS for service planning

**Primary Implementation Methods:**

- Stakeholder venues/conferences
- Virtual learning opportunities developed and disseminated in conjunction with partner agencies

**Supporting Activities:**

- Coordinate with stakeholder organizations to plan and deliver topical CSA training within agency-specific conferences and training sessions.
- Work with the State and Local Advisory Team (SLAT), the State Executive Council (SEC), selected partner agencies, and other affiliated organizations (e.g., VML/VACO, VCOPPA) to identify "recommended" and "mandatory" CSA-related training to be incorporated into agency training requirements and plans.

**C. TO ENHANCE CSA OUTCOMES FOR YOUTH, FAMILIES AND COMMUNITIES BY ADOPTION OF EFFECTIVE, EVIDENCE-BASED PRACTICES.**

**Objectives:**

- To provide opportunities for CSA stakeholders to learn about and develop competencies in effective, evidence-based models pertaining to the service needs of the CSA population.

**Target Audiences:**

- All CSA stakeholders

**Topics:**

- Best practices and evidence-based practices related to the CSA (*Appropriation Act*)
  - Introduction to Systems of Care
  - High Fidelity Wraparound (HFW)
    - Facilitator training
    - Family and youth support partner training
    - Local coaching and clinical supervisors training
  - Trauma-informed services within an overall System of Care (in collaboration with DSS and DBHDS)
  - Family engagement – families and youth as partners
  - Evidence-based practices in children's services

**Primary implementation methods:**

- CSA Annual Conference
- Collaborative training efforts with partner agencies
- On-line and Webinar training
- Information developed and disseminated through the CSA website

## **II. TRAINING AND TECHNICAL ASSISTANCE METHODOLOGIES**

### **A. DELIVER OCS SPONSORED TRAINING OPPORTUNITIES**

**Activities:**

- Conduct Annual CSA Conference
- Conduct Pre-conference CSA Coordinator session at annual CSA Conference
- Conduct New CSA Coordinator Academy

### **B. DELIVER CSA RELATED TRAINING WITHIN STAKEHOLDER VENUES/CONFERENCES**

**Projected Activities:**

- In collaboration with sponsoring entities, conduct training in a variety of venues. Examples include but are not limited to:
  - Dept. of Education: Aspiring Leaders of Special Education Academy (annually)
  - Dept. of Education: New Directors of Special Education Academy (annually)
  - Dept. of Social Services: New Local Directors Learning Experience (at least annually)
  - VA League of Social Service Executives: Conference (annually)
  - VA Association of Counties: Annual Conference
  - VA Association of Independent Special Education Facilities: Annual Conference
  - Office of Executive Secretary of the Supreme Court: Court Improvement Programs Annual Conference
  - Office of Executive Secretary of the Supreme Court: Mandatory JDR Judges Conference (annually)
- Through collaboration with stakeholder agencies and organizations, identify and schedule venues.
- Through collaboration with stakeholder agencies and organizations, the State and Local Advisory Team (SLAT), and the SLAT Training Workgroup, identify training needs and appropriate training venues/opportunities.

### **C. DELIVER TARGETED, HIGH-QUALITY TECHNICAL ASSISTANCE**

**Objective:**

- To respond to stakeholder identified needs for information that will enhance the effectiveness of CSA activities, minimize and/or respond to audit findings, and support overall system of care implementation

**Activities:**

- Maintain the "OCS Help Desk" on the CSA website to facilitate prompt, accurate and consistent responses to requests for specific guidance
- Provide targeted on-site training and technical assistance to meet needs identified by OCS, localities, and/or regions
- Provide targeted assistance to facilitate CPMT corrective action/program improvement activities
- Provide on-site and remote technical assistance on frequently asked questions/common issues
- Provide information through the Resource Library of the CSA website (FAQ's, Fact Sheets)

#### **D. DEVELOP AND OFFER VIRTUAL LEARNING OPPORTUNITIES**

**Objective:**

- Maximize participation and accessibility of CSA-related training through an array of delivery platforms and designing training to meet diverse learning styles and venues

**Activities:**

- Maintain training site for CANS certification
- Administer the CSA Knowledge Center (KC) to include user account management for local users
- Plan and deliver webinars on "hot topics" (e.g., new policy guidelines), best practices, common focal issues raised by CSA stakeholders
- Develop and implement on-line and other distance learning programs to include:
  - educational opportunities through the Knowledge Center
  - ongoing availability of archived training materials from the annual conferences, webinars, and other sources
  - use of the CSA website to make available materials from national and other sources of best-practices information

#### **E. PROMOTE AVAILABILITY OF LIVE AND VIRTUAL TRAINING OPPORTUNITIES**

**Objective:**

- Build participation levels and ensure that various stakeholders are aware of relevant training opportunities provided by both OCS and partner agencies

**Activities:**

- Maintain the on-line Training Calendar which provides information about upcoming training events and information on how to enroll in those events
- Support the work of the SLAT Training Committee to collect, provide to OCS and disseminate information on upcoming training events
- OCS will utilize various communication mechanisms (CSA listserve, CSA website, e-mail lists) to inform stakeholders of relevant upcoming training events

### **III. EVALUATION**

**Objective:**

- To provide accountability and continuous quality improvement for OCS training activities

**Activities:**

- Identify and assess measurable objectives for all CSA training activities
- Design course outlines, content, materials, activities, methods of instruction, and evaluation criteria for CSA training activities that reflect the principles of adult learning and best practices in instructional design
- Collect and report information regarding participants (e.g., number, primary professional affiliation) at "in-person" CSA training events

- Collect and summarize evaluations of OCS training activities and utilize feedback to refine and improve training activities
  - Provide quarterly reports to the State Executive Council summarizing OCS training activities
  - Complete and submit an annual report to the General Assembly regarding OCS training activities
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DRAFT